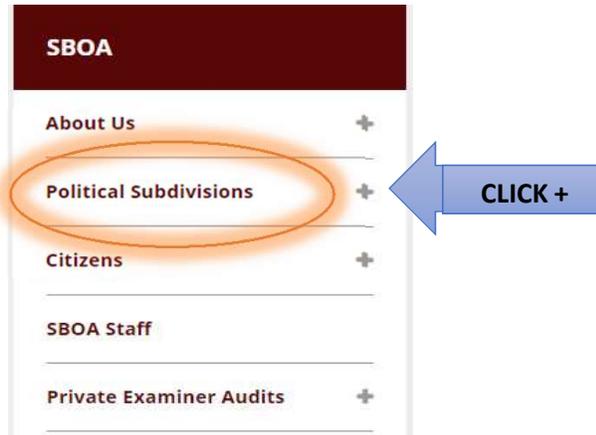


SBOA Website Walkthrough

State Board of Accounts website

<https://www.in.gov/sboa/>

Step 1:



Step 2:



Step 3: County Offices

If you would like information for a specific County Office, please click below:

County Treasurer	County Auditor	County Recorder
 Clerk of the Circuit Court	Public Drainage Funds	County Sheriff

Step 4: Scroll Down and Select the Information Needed:

Corrective Action Plan (CAP) - Repeat Findings

Contact Information

Hot Topics - New information everyone is talking about

Overview - Primary duty of the office

Internal Controls Standards -

- Standards
- Internal Control Policy and Required Certifications
- Training
- Other Information

Uniform Compliance Guidelines

- Manuals
 - Internal Control Manual
 - Information Technology Manual
 - Clerks of the Circuit Courts Manual
- Bulletins

Indiana Codes - General Statutes; Other Miscellaneous (Specific to your office)

Electronic Forms

Calendar

Meeting Materials - Agendas and presentations from previous meetings

Resources - Link to websites

Comments Regarding SBOA Staff

Responsibilities under IC 5-11-1-27 (Reporting all material variances, Etc..)

SBOA Recorders Manual & Bulletin Walkthrough

Follow the SBOA Website Walkthrough to Step 4 and Click on the grey arrow next to manuals under Uniform Compliance Guidelines, this will show what manuals are available.

Uniform Compliance Guidelines ▾

Manuals ▾

Internal Control Manual

[Uniform Internal Control Standards for Indiana Political Subdivisions](#)

Information Technology Manual

[Accounting and Uniform Compliance Guidelines Manual for Indiana Political Subdivisions - Information Technology](#)

Clerks of the Circuit Courts Manual

You can view the manual online by clicking on one of the Chapters below:

- [Table of Contents \(2017\)](#)
- [Chapter 1 - Prescribed Forms, Taxes, General Information, Local Policies, and Deposits and Investments \(2013\)](#)
- [Chapter 2 - Origin - Definition - Nature of Office - Vacancies \(2013\)](#)
- [Chapter 3 - Organization of Office, Salary and Expenses, and Fees \(2013\)](#)
- [Chapter 4 - Duties in General \(2013\)](#)
- [Chapter 5 - Official Records and Forms \(2013\)](#)
- [Chapter 6 - Use of Records - Filing Complaints Procedural Instructions - Disposition of Papers \(2013\)](#)
- [Chapter 7 - Change of Venue Procedures Change of Venue Record \(Form 40\) - Procedure \(2013\)](#)
- [Chapter 8 - Receiving Money - Entering in Docket of Original Entry - Taxing Costs - Schedule of Fees to be Taxed by Clerks \(2013\)](#)
- [Chapter 9 - Accounting - Posting Records - Settlement With the County - Closing the Books - Reconciling Depository Balances \(2013\)](#)
- [Chapter 10 - Depositories - Investments \(2013\)](#)
- [Chapter 11 - Special Programs \(2013\)](#)
- [Chapter 12 - Oaths and Affirmations to be Administered Orally \(2013\)](#)
- [Chapter 13 - Clerk's Guide \(2013\)](#)
- [Index \(2017\)](#)
- [Appendix - Specimen of Prescribed Forms and Records \(2013\)](#)

You can download all the manual chapters to your PC by [clicking here](#). After downloading and installing, they will be located in the directory C:\SBOA\MANUAL\COUNTY CLERKS

The Manual is available to view online or to be downloaded to your computer where an Adobe search option would be available.

Online View

The table of contents, individual chapters, and the index are presented separately under Clerks of the Circuit Courts Manual.

- Using the Index is a good way to start, clicking the Index (2017) link will open a PDF online.
- Search the PDF Index for the topic of interest
- The page number next to the topic is represented by the Chapter Number - page Number.
Example: Mileage is found in Chapter 2, Page 4.
- Go back to the website and click on the Chapter needed
- The Chapter will appear in a PDF
- Scroll or page down to the desired page.

Downloading the Manual

Under the Links for the Table of Contents, Chapters and Index there is a link to download the manual to your computer.

Clerks of the Circuit Courts Manual

You can view the manual online by clicking on one of the Chapters below:

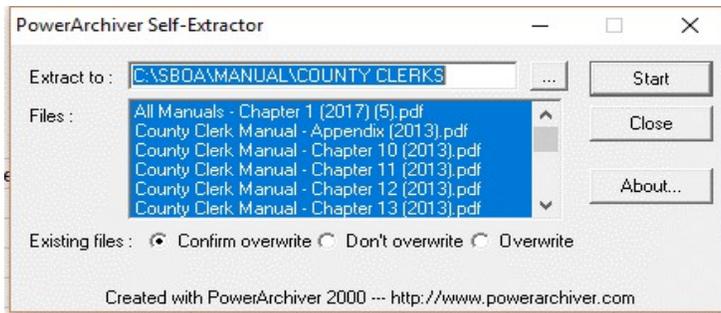
- [Table of Contents \(2017\)](#)
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- [Chapter 4 - Duties in General \(2013\)](#)
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You can download all the manual chapters to your PC by [clicking here](#). After downloading and installing, they will be located in the directory C:\SBOA\MANUAL\COUNTY CLERKS

- a. Click the link - this should download an executable file at the bottom of the screen

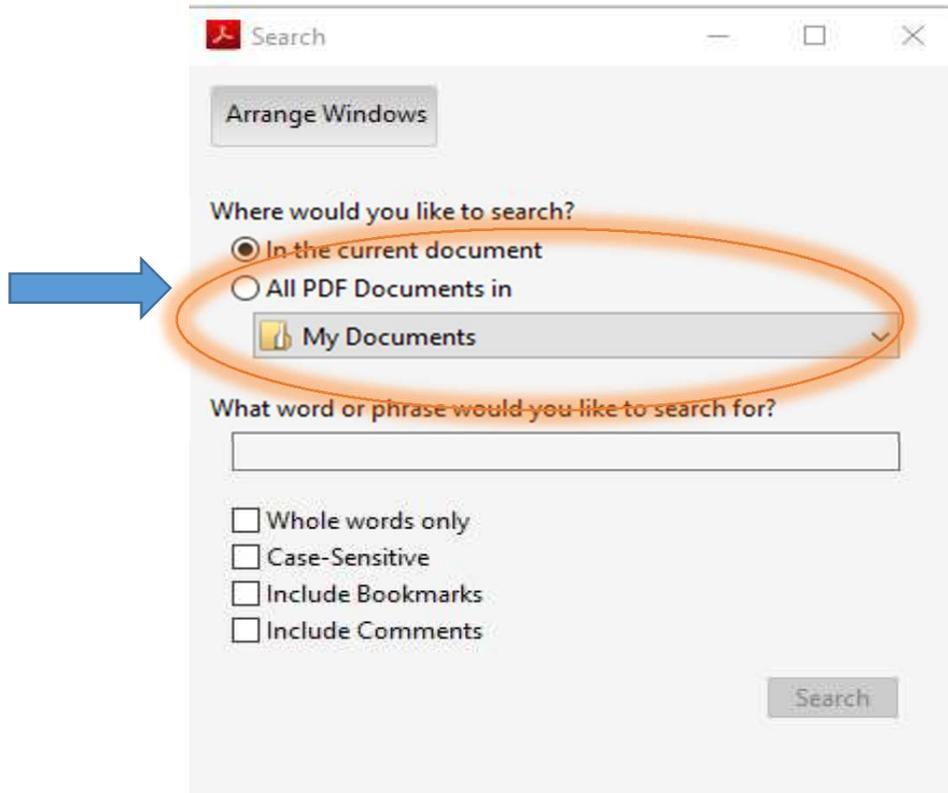


- b. Click on the executable file to bring up the PowerArchiver Self-Extractor:



- c. Click Start - This will download the manual to the directory:
C:\SBOA\MANUAL\COUNTY CLERKS
- d. Click ok when the files have been extracted
- e. Find the Manual in the above directory.
- f. Open any of the PDF files
- g. Click Edit in the top menu bar and scroll down to select Advanced Search

- h. It will bring up a search screen, select All PDF Documents in. Click on the drop down box with My Documents.



- i. Select Browse for Location... in the drop down menu
- j. Find C:\SBOA\MANUAL\COUNTY CLERKS, Click ok
- h. Enter the topic you are looking for in the box and click search
This will search all chapters of the manual at once and bring up all references.

SBOA Bulletins

The bulletins are set up exactly the same way as the manuals with a couple of exceptions:

1. The page numbers in the index reference the volume number and then the page
2. Downloading the bulletins to you computer will save them in the directory:

C:\SBOA\BULLETIN\COUNTY